

EXHIBITOR INFORMATION

THE WESTIN BAYSHORE , VANCOUVER

BOOTH CLEANING

For liability purposes, booth cleaning is not the responsibility of the Hotel, but can be arranged through the display company. The Hotel will vacuum the aisles on a daily basis.

COMPRESSED GASES

Use of compressed gases is restricted to Helium and Carbon Dioxide only.

Special handling recommendations:

To be used only in well ventilated areas. Valve protection caps must remain in place unless cylinder is secured with outlet piped to point of use. Cylinders should not be dragged, slid or rolled. Only a suitable hand truck is to be used for transport. Use a pressure reducing regulator when connecting cylinders to lower pressure piping or systems. Do not heat cylinder to increase the discharge rate from the cylinder. Use a check valve or trap in the discharge line to prevent hazardous back flow into the cylinder.

Special storage recommendations:

Compressed gas cylinders should be stored in a safe location away from high traffic and emergency exits. The area should be well ventilated and cool. The temperature in the storage area cannot exceed 54°C (130°F). Cylinders must be stored in upright position and firmly secured to prevent falling or being knocked over. Exhibitors or the supplier of the compressed gas must supply suitable chains and locks to secure cylinders.

CONDITION OF FACILITY

The client, display company supervisor and Banquet Manager of The Westin Bayshore, Vancouver will conduct a joint tour of the exhibit space prior to the exhibit set up, to note any existing damage to the facility, its walls, floors, ceiling, and related coverings and fixtures. The joint tour will be repeated after the conclusion of the exhibit tear down to note any damages that may have been caused during the set up, exhibit and tear down.

The facility will be returned in the same condition that it was in prior to the exhibit set up. Failure to do so will result in the application of cleaning charges consistent with the labour required to clean the area.

CUSTOMS CLEARANCE

The Resort does not have the authority to clear any parcels through Canadian Customs. Conference organizers or shippers must provide their own Custom Brokers or use Hotel's preferred broker, Milne & Craighead Inc. at Tel. (604) 270-3500. Exhibitors are responsible for all charges to be prepaid.

ELECTRICAL SERVICE

For all or any electrical requirements, please contact your show management company to arrange. All costs are the responsibility of the exhibitor.

FOOD & BEVERAGE

All food and beverage must be ordered through the Hotel only.

ELEVATORS AND ESCALATORS

Guests' elevators and escalators are not to be used for transporting freight or equipment. Please use the freight elevator by the entrance of loading dock for transporting all equipment and materials to the second floor of conference center.

EXHIBIT SET UP AND TEAR DOWN DAYS

All exhibitors must be informed of exact set up and tear down dates and times of the show to avoid early and/or late deliveries of exhibit materials.

FIRE PROTECTION

Fire hose cabinets, exit signs and exit doors must be left accessible and in full view at all times. All display material must be inflammable and subject to inspection by the City of Vancouver Fire Department or BC Fire Marshall.

LABOUR

The Hotel does not supply any manpower in unloading of trucks and movement of exhibits or displays to and from the exhibit area. However, the Hotel will supply limited equipment (dollies, carts, etc.) to bring convention equipment and supplies to the conference level. Charges could apply for delivery and storage.

Requests for labour supplied by the Hotel are strictly subject to availability, and will be subject to an hourly labour charge based on rates in effect during the date of the exhibition.

LIABILITY

The Hotel will not accept any claim for loss, due to fire, theft or damage of exhibits, nor will it be held liable for any personal injury caused by the exhibit or exhibitor. Use of the facility is conditional in that the exhibitor accepts full responsibility for any damages caused to the facility by the exhibit and/or the exhibitor(s).

LOADING DOCK

All vehicles unloading at the loading dock must display the Parking Passes provided by the Banquet Department. All vehicles must be removed from the loading dock after the equipment or deliveries have been unloaded. Under no circumstances, should any vehicle be left in the loading dock. Vehicles being left in the loading dock will be towed.

The loading dock cannot be used to store crates, boxes or exhibit displays.

SECURITY

Security is the responsibility of the client or exhibitor. The Hotel is not in a position to provide manpower to guard or control access to exhibits and displays. Security personnel can be arranged with the convention services managers and will be subject to an hourly labour charge based on rates in effect during the date of the exhibition.

SHIPPING OUT EXHIBIT MATERIAL

It is the responsibility of the guest to send shipments prepaid on their own accounts. Banquet Department must be given a copy of the completed waybill (includes client's account number) in case we have to trace shipment. All shipments should be dropped off and picked up from the Receiving dock of the Hotel.

SIGNAGE

Location of signage must be pre-approved by the convention services managers. No signage is to obstruct fire exit signs or doors. Signage not allowed in the main lobby of the hotel.

Only masking tape or a material that can be easily removed without damage to walls or surfaces can be used for affixing signs, banners, etc.

TELEPHONE/INTERNET SERVICE

All telephone lines, high-speed internet lines or other related equipment must be coordinated by the Exhibitor directly with our convention services managers no later than 3 weeks prior to the conference.

VEHICLE EXHIBITS

When displaying a vehicle(s), to ensure that both parties are in agreement to the arrangements made, the following guidelines must be met:

- a. Vehicles will only be permitted in specific areas, please inquire.
- b. The company that will be delivering the vehicle must do a site inspection of the facility a minimum of 7 days prior to delivery of the vehicle. This will ensure that all access requirements can be fulfilled.
- c. The Hotel will not be held responsible for vehicles displayed on property.
- d. If a vehicle is wet, it must be completely towel dried before entering any of the ballrooms.
- e. At the time the vehicle is moved into place, it must be pushed, not driven.
- f. The vehicle gas tank must contain a **maximum** amount of gas.
- g. The vehicle wheels must have pads/discs under them to protect the flooring. Tires are to be cleaned prior to entering the ballroom.
- h. At the location where the vehicle is displayed there must be a plastic sheet under the vehicle to protect the flooring from any oil leaks.
- i. A set of keys must be left with the banquet manager in case an emergency situation arises.
- j. Vehicles must be removed immediately after the event (unless otherwise authorized by a Catering, Sales and /or Convention Services Manager)

Please contact the convention services managers in charge of the conference for a copy of the Vehicle Agreement.